

The Reservoir High School
2011-2012
Music Department
Parent/Student Handbook





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I. MUSIC DEPARTMENT INTRODUCTION



Dear Parents and Students,

Welcome to the RESERVOIR HIGH SCHOOL Music Department. We are at the beginning of our promising and music-filled year. As members of the superior Reservoir High School Music Department you have not only joined a group of individuals passionate about music knowledge, but you have joined a family as well. This unit strives to work together harmoniously and enjoy their collective experiences.

Our goal for the Music Department is to reach the highest level of performance possible. Through this course, each and every student will build amazing talent, character, and a superior passion for music. Our school-wide theme, "Where quality education for all is first and foremost... Learn, Achieve, Succeed!" will be represented in the Music Department to the highest degree. We welcome you to the RHS Music Department where we care more about the growth of musical skills and character than adding to a collection of trophies.

Sincerely,

Mr. Matthew Dubbs

Dr. Greg Knauf

Mr. Colin O'Bryan

Reservoir High School Music Department

1155 Scaggsville Road, Fulton, MD 20759
410.888.8864 Music Office 410.888.8849 Fax

**MUSIC DEPARTMENT STAFF**

Mr. Matthew Dubbs

Dr. Greg Knauf

Mr. Colin O'Bryan

Department telephone/FAX

Music Department Website

Director of Bands

Director of Choral Groups

Orchestral Director

410.888.8864

<http://rhsmusic.wikispaces.com>matt_dubbs@hcpss.orggknauf@hcpss.orgcolin_o'bryan@hcpss.org**LIST OF STUDENT REPRESENTATIVES**

For additional information, or answers to questions, do not hesitate to call the following individuals:

BAND

Name	Instrument	Telephone	Name	Instrument	Telephone
Katie Kelly	Piccolo	301-776-3585	Graham Thompson	Tuba	301-604-6406
Lea Sauer	Clarinet	301-776-3951	Luke Sherry	Battery	301-776-9880
Andrew Rayo	Saxophone	301-317-9803	Haley Sweeton	Pit	301-317-3332
Wyeth Aleksei	Trumpet	410-880-1834	Allie Warrick	Drum Major	240-643-8502
Nate Bell	Trombone/ Baritone	301-604-8670	Kristina Mileo	Colorguard	301-498-2388

ORCHESTRA

Section	Student Name
First Violin	Jinjoo Lee
Second Violin	Genay Rawlins
Viola	Duncan Woodbury
Cello	Carey Locke
Bass	Sabrina Rodriguez



II. DEPARTMENTAL INFORMATION & PROCEDURES

RESERVOIR HIGH SCHOOL MUSIC COURSE OFFERINGS

The following courses are offered for credit. Registration for these courses is completed in the spring for the following school year. Specific requirements or auditions may be required for some courses. Please refer to the HCPSS Course of Studies Guide for further information.

INSTRUMENTAL MUSIC

Concert Band
Symphonic Band
Percussion Ensemble
Orchestra

CHORAL MUSIC

Concert Choir
Madrigals

GENERAL MUSIC

Guitar
Music Theory
Music Technology
Piano

EXTRA-CURRICULAR MUSIC ENSEMBLES

The following ensembles are offered as extra-curricular activities and are non-credit. These ensembles meet outside of the regular school day or at lunchtime. Offerings in this category are based on student interest and are re-evaluated yearly. There is a participation fee associated with some of these activities. (See section on Financial Information)

INSTRUMENTAL MUSIC

Marching Band*
MB Color Guard
Jazz Ensemble
Indoor Drumline
Winter Guard

CHORAL MUSIC

Lunch Choir
Women's Choir
Men's Choir

* - Required of all Symphonic Band Members



SYLLABUS AND GRADING POLICIES:

Mr. Dubbs, Mr. O'Bryan and Dr. Knauf

Objectives

The goals of our courses are to develop instrumental and vocal music technique; increase knowledge of musical terminology, style, theory, and history; and to strengthen the musical reading and listening skills of each individual performer. These goals will be met through ensemble and solo discovery of a variety of musical genres, periods, and cultures in rehearsals and performances as well as through class ear training. In addition to the development of musical abilities, it is hoped that through active participation in the class and music program in general, students will develop positive attitudes toward themselves and others and a strong spirit of cooperation.

MATERIALS NEEDED

- Pencil
- Assigned music and folder
- Notebook or section of a notebook for notes/journaling

CLASS EXPECTATIONS

- RESPECT should be shown to each and every singer in the ensemble, to student leaders, and to the director; we work as a team towards the goal of creating excellent music! Support and encourage each other in every way possible.
- Be seated in your assigned seat with music and pencil ready by the sound of the bell.
- Stay on task: Be prepared with your music open to the correct page during rehearsal, even if your section is not rehearsing.
- Listen to directions, even if your section is not rehearsing.
- Maintain proper posture when rehearsing. Feel free to slouch at any other time!
- No gum. Please discard gum before you enter the rehearsal rooms.
- The RHS electronics and dress code policies will be enforced.
- If you are suffering from a temporary illness (e.g., sore throat or loss of voice), you are still expected to participate in all rehearsal activities to the best of your ability. This includes following and marking the music. Sleeping, reading, or doing other homework will not be allowed. If you are too sick to participate, you will be sent to the nurse and be given an excused absence, for which you must make up any missed work.
- Music is the property of the school; keep it in the best possible condition. Students are responsible for the cost of replacing any lost or damaged music.



ATTENDANCE

Attendance is required at every rehearsal of the ensemble, whether during the regular class period or during afternoon/evening rehearsals. If you know you will be absent for a specific rehearsal for a legitimate reason, please notify your director *in writing* as far in advance as possible, no later than one week before the absence. You are responsible for learning any material covered and making up any work assigned.

If you have more than two unexcused absences from after school rehearsals leading up to a concert, you may not be able to perform in that concert, severely affecting your quarterly grade, and you may be removed from participating in the Spring Trip. Attendance at rehearsals during concert weeks is *mandatory*. If you miss a rehearsal during a concert week, except in emergency or religious situations, or RHS athletic conflicts according to the sports policy, you will not be permitted to sing in the concert; *you will still be expected to attend the concert*, but will not be allowed to perform, thus lowering your performance grade.

Attendance at all performances is mandatory. If you know you will be absent from a concert for an approved reason, including RHS athletic conflicts according to the sports policy, your director must receive a written note from your parents at least one week in advance. Failure to do so will result in a lowering of your performance grade. Unexcused absence from a performance will severely affect your quarterly grade.

CONSEQUENCES FOR STUDENT MISBEHAVIOR INCLUDING LATENESS TO CLASS

Students must be in their assigned seats with a pencil in hand and their music and/or instrument ready

by the sound of the late bell. Rehearsal points will be deducted for any unexcused lateness.

It is also the expectation that each student in the ensemble participates and contributes in a positive manner. A student who creates disruptions, behaves in a negative or non-courteous manner to any fellow student or the director, or fails to follow the class expectations, including lateness to class, will earn the following consequences:

First violation:	Student/staff member conference
Second violation:	Parent contact – SIR
Third violation:	Parent contact (oral or written) and before/after school detention - SIR
Fourth & subsequent violations:	Referral to administrator

**GRADING POLICY****I. Performances/Dress Rehearsals 45%**

Up to 100 points will be earned for each concert in which you perform, and up to 50 points will be earned for each dress rehearsal and concerts in which you don't perform. Points will be deducted for tardiness to concerts and rehearsals, for leaving a concert early, or for improper concert etiquette.

Attendance for the entire duration of all concerts is MANDATORY. Students are expected to attend all RHS Music Department concerts, even if your ensemble is not performing.

II. Rehearsal Skills/Participation 35%

Students will earn up to 10 points for rehearsals, based upon the following rubric:

Points earned	Rehearsal Skills
9-10	Student is on time. Excellent participation. Excellent preparation: has music, instrument (if applicable) and pencil.†
7-8	Unexcused tardy with excellent participation OR Good participation overall Fair preparation: no pencil Chewing gum, or eating food (except for lunch choir)
5-6	Poor preparation: no music and/or instrument Fair participation
1-4	Student is unprepared: no music, instrument or pencil Poor participation
0	Lack of participation/removal of student from rehearsal Student is absent (excused absence can be made up, unexcused absence cannot be made up)

† Preparation also includes meeting "TURN IN" deadlines, and participation also includes non-musical responsibilities.

III. Assignments, Quizzes, Tests 20%

Points will be earned for any work assigned, including, but not limited to:

- | | | |
|---------------------------|----------------------|-------------------|
| • Smart Music Assessments | • Pencil checks | • Journal entries |
| • Concert reviews | • Score marking | • Part checks |
| • Music theory | • Part study at home | • Sight reading |
| • Constructed responses | • Rhythm tests | |



Unless otherwise directed by your director, students should complete work individually. Refer to the Academic Honor Code for more information regarding cheating and plagiarism.

Grading Scale

- 90 – 100 % = A,
- 80 – 89 % = B,
- 70 – 79 % = C
- 60 – 69 % = D
- 0 – 59 % = E

The highest grades will be earned by hard-working and committed students; i.e., those who demonstrate leadership and personal integrity through behavior, posture, effort, and a positive attitude. Because this is a performance-based class, it is expected that students will devote time outside of school for rehearsals, practice, and performances. The director always maintains the right to remove any student from a performance if the student's skills limit the effectiveness of that performance.



Please sign and return this portion of the syllabus to your director, confirming that you have read and understood the expectations and policies of the Reservoir High School Concert Choir Class Syllabus and Grading Policy.

Student Name (print) Date

Student Signature

Parent/Guardian Signature Date

Other Needed Information:

Street Address

City

Zip Code

Home Phone Number

Parent Work Phone Number

Parent Cell Phone Number

Parent E-mail Address

Student E-mail Address



DESCRIPTION OF EXTRA CURRICULAR ENSEMBLES

Women's & Men's Choir

Women's Choir and Men's Choir are extracurricular vocal ensembles currently open to anyone interested. Both choirs will perform a diverse repertoire of music from classical to pop at each concert and on the spring trip. Men's Choir will normally meet on Tuesdays after school approximately from 2:20-3:00. When the men's section from Concert Choir has sectionals on Tuesdays, the Men's Choir will meet directly afterwards. Women's Choir meets regularly after Concert Choir rehearsals/sectionals on Wednesdays approximately from 3:45-4:30. When there is no scheduled Concert Choir rehearsal, Women's Choir will meet on Wednesdays from 2:20-3:15. Attendance at rehearsals is mandatory in order to perform at the concerts.

Lunch Choir

Students currently enrolled in another performance based music class can seek permission to perform with the Concert Choir from Dr. Knauf via the Lunch Choir option. Once permission is granted, students will eat lunch in the choir room during their period 4B lunch shift while participating in the Concert Choir rehearsal. Attendance at both the lunch shift and during after school rehearsals will be closely monitored for students to continue their Concert Choir participation.

Jazz Band

An audition-based extra-curricular ensemble that rehearses one night a week on Mondays from 6:30pm-9pm starting around early November and continuing until the Spring Concert in May. Instruments needed are saxophones, trombones, trumpets, and rhythm section (piano, string or electric bass, guitar, drum set, and auxiliary percussion). Traditionally this is an ensemble around 18 to 20 members (5 saxophones, 4 trombones, 4 trumpets, and 5 rhythm section). Auditions take place after school between Mid to Late October.

Marching Band Color Guard

The Color Guard is the visual program to the Marching Band. Auditions occur in Mid to Late May and rehearses weekly throughout the summer as well as Marching Band Camp (prior to school starting) and throughout the Fall Marching Band season.

Indoor Drumline

Offered in past years, but at this time we are not sure if we will be able to find a sponsor for the Indoor Drumline. If offered, the group will follow the same rehearsal plan and performances as the Winter Guard.



Winter Guard

An opportunity for students to work on dance and equipment (flag, saber, and rifles) routines to recorded music. Season runs from the end of Marching Band to Mid April. During the season the Winter Guard will participate in several competitions throughout the winter season. Rehearsals schedule is still being finalized, but normally rehearses twice a week in the evenings. No experience needed just dedicated hard working students.

ADVANCED INDIVIDUAL AND GROUP PERFORMANCE OPPORTUNITIES

All-State, Junior and Senior Level

Students are encouraged to audition for the Maryland All-State performing ensembles (Concert Band, Jazz Band, Orchestra, Mixed Chorus, & Women's Chorus). These honor ensembles are selected for the best and most talented students throughout the State. Even if a student is not selected for the All-State ensembles, he/she will experience tremendous growth from preparing for a live audition, performing in front of judges.

Directors will provide students with the current deadline dates for registration and auditions.

County Choral and Instrumental Festivals

In early February, the Howard County School System hosts County Vocal and Instrumental Solo and Ensemble Festivals for instrumental and vocal students. This is again another opportunity for students to grow musically by performing a solo (with piano accompaniment) or in a varying sized ensemble. Students interested will receive more information about this event prior to the Winter Break with a deadline of forms and money upon returning to school following the break.



III. UNIFORM AND COSTUMING INFORMATION

ANNUAL COSTS ASSOCIATED WITH UNIFORMS AND COSTUMING

\$25 CLEANING FEE

- Marching Band & Color guard attire-***all members***
- Madrigals-***all members***

\$15 CLEANING FEE

- Tuxedos-***male members***

PURCHASE REQUIREMENTS

MARCHING BAND:

Marching Band shoes and gloves-(see section below on MB)

CONCERT Ensembles:

- WOMEN: Concert dress - \$60. The dress will belong to the student. This is a one time purchase for use while a member of the music program.
- MEN: Tuxedo shirt, bow tie & cummerbund set - \$20. The shirt will belong to the student. This is a one time purchase for use while a member of the music program.

CONCERT ATTIRE

Symphonic Band, Concert Band, Orchestra, and Concert Choir wear the same performance attire. It is as follows:

WOMEN

Black Concert Dress^{*}
Closed toe black dress shoes (1-2 inch heel required)⁺
Black stockings or knee highs (no socks or colored hose)⁺
Conservative jewelry (no unusually large earrings, necklaces, etc.)
Hair accessories must be neutral in color or black

MEN

White Tuxedo Shirt with studs^{*}
Black Tie and Cummerbund^{*}
Black Tuxedo Jacket^{**}
Black Tuxedo Pants^{**}
Black Dress Shoes (no tennis shoes or boots)⁺
Black Socks⁺

^{*} These items must be purchased through the music department and will belong to the student to use each year

⁺ These items are to be provided by the student.

^{**}The tux jacket and pants will be fitted to the student and on loan for the school year. This item must be returned following the Spring Concert.



MARCHING BAND UNIFORM

Complete Marching Band Uniform**
White MB Shoes*

Gloves*
White Socks⁺

* These items must be purchased through the music department and will belong to the student to use each year.

⁺ These items are to be provided by the student.

** Provided by RHS Music Department

Marching Band Shoes/Gloves

In order for the group to look like the Reservoir Marching Band, we must look sharp, precise, and uniform. Although each student is provided with his/her uniform jacket and pants, items as shoes and gloves cannot be provided. Arrangements have been made through a private vendor to supply marching shoes and gloves for our students at a discounted price. CB Enterprises, Inc. will be at Reservoir High School during Band Camp to take shoe/glove fittings and orders.

Shoes \$29.00*

Gloves \$2.00* per pair (It is recommended that each student purchases 2 pair of gloves)

** - These prices are only good for the fitting day. Orders placed after this date will be subject to shipping and handling charges.*

MADRIGAL COSTUMES

WOMEN

Dress
Slip
Shoes
Stockings
Headdress

MEN

Pants
Top
Vest, if needed
Shoes/socks
Hat

Madrigal costumes are provided by the Music Department. Students are responsible for upkeep of the uniform, and all items must be returned in good condition to the Music Department at the end of the year.

JAZZ BAND ATTIRE:

- **MEN:** Dress shirt and tie with dress pants, colored socks, and dress shoes. Suit jackets or sport coats are encouraged but are not required.
- **WOMEN:** Dressy outfit of your choosing. Outfit can consist of dress slacks and dress top, actual dress, or dress skirt with top including dress shoes.



CARE OF UNIFORMS AND COSTUMING

Along with the fee, students are responsible for the care of the uniform. Care includes:

Men's Concert Dress Requirements and Care Instructions:

1. All shirts should be clean and pressed prior to performance. Wear a PLAIN WHITE undershirt with your tuxedo shirt.
2. You must wear black dress shoes. Boots and tennis shoes are not acceptable concert attire.
3. You must wear solid black socks.
4. Hair should be neat and trim. If you are thinking of dyeing it blue, wait until after the concert. The audience should be focused on the music, not the Mohawk.
5. Do not tie the cummerbunds or bow tie straps. Use the buckles. Safety pins may be used if needed provided they cannot be seen.
6. When not being worn, tuxedo jackets should be kept on the hanger to retain their shape. Pants should be hemmed prior to issue. Pant hems are to be HAND SEWN ONLY. *The use of adhesive materials, glue, "stitch witchery" or machine stitching is NOT allowed.*
7. DO NOT CUT THE FABRIC.
8. The tuxedo pants are machine washable. Check the label carefully. Cold water, Woolite, gentle cycle, and hang to dry.
9. BE CAREFUL with your concert attire. You are responsible for replacement. Ask questions to avoid costly mistakes.

Women's Concert Dress and Care Instructions

1. Dresses are to be hemmed and pressed prior to performance. You are responsible for your hemming. Skirt hems are to be HAND SEWN ONLY. The use of adhesive materials, glue, or safety pins is NOT allowed. Pin the hem while wearing your dress shoes. Skirts should be one to two inches off the floor to avoid tripping. HINT: If you are unfamiliar with hemming, your local dry cleaner may provide this service for a nominal fee.
2. You must wear black, closed-toe dress shoes with a 1" or up to 2" heel. No flats, open-toed, or overly high-heeled shoes are allowed. Remember, this is the concert dress standard.
3. You MUST wear black stockings. You may wear black knee high stockings if you choose instead of pantyhose. You cannot wear socks or be bare legged.
4. Jewelry should be conservative. Again, you are part of a group. Large necklaces and highly visible earrings detract from the look. Bracelets should also be kept conservative.



5. Hair should be styled and off the face. See #4 in *Men's Dress and Care Instructions* above.
6. Stage lighting causes faces to look pale and washed out. Makeup, though not required, will enhance your appearance. Blush, lipstick, eyeliner and mascara are basics for stage performance.

Marching Band Uniform Care Instructions

The Marching Band uniforms may need to be periodically dry-cleaned throughout the season. The Marching Band Uniform Fee includes the cost of cleaning. Please contact the Marching Band Uniform committee chair about arrangements for cleaning. Do NOT wash any part of the Marching Band uniform.



REPAIR/REPLACEMENT COSTS FOR LOST OR MISSING COSTUMING

School issued uniforms and costuming are the responsibility of the student. They are to be kept in excellent condition, maintained as outlined in the handbook, and turned in at the end of the school year. Items that are not returned or are returned in poor condition will result in a replacement charge being assessed to the student. Charges for repair/replacement of these items are listed below.

Replacement Costs

Each part of the Marching Band uniform has a specific replacement cost:

ITEM	COST
Plume (9" long)	\$15.00
Shako (hat) with box	\$49.00
Gauntlets	\$20.00
Vestee	\$30.00

ITEM	COST
Jacket	\$300.00
White Bibbers	\$120.00
Blue trousers	\$140.00
Garment Bag	\$16.00

Tuxedo replacement costs are:

ITEM	COST
Tuxedo Jacket	\$80.00
Tuxedo Pants	\$40.00

ITEM	COST
Tie	\$8.00
Cummerbund	\$12.00

Replacement costs for the remaining groups are approximate based on yearly inflation:

ITEM	COST
Madrigal costumes	\$400.00

ITEM	COST
Gloves	\$2.00
White Shoes	\$28.00

Payment of fees

Any fees charged for missing or damaged uniforms or costuming must be paid before graduating.



IV. MUSIC BOOSTERS

WELCOME TO RESERVOIR HIGH SCHOOL MUSIC!!

We warmly welcome you to the Reservoir High School Music Boosters, an organization that provides the financial backing, logistical assistance, and activity planning that enables our music students and faculty to continue their truly outstanding heritage. We strive to support every element of the department at every level, and we need and appreciate the involvement of parents and families in whatever roles you can fill.



The Reservoir High School Music Boosters is an entirely separate organization from the Reservoir High School Boosters that supports the athletic departments and activities at the high school. The articles of incorporation, by-laws, tax-exempt status, budgets, and other related documents are on file and available to the public in the Music Office. This year brings changes in our staff and programs, and the Music Boosters have an exciting opportunity to help continue old traditions and establish new ones. Without doubt, our students will first and foremost uphold Reservoir's tradition of excellence in performance as well as strong character, maturity, and personal responsibility everyday and everywhere, both on stage and off. Our students are able to excel thanks to the loving guidance and support of their teachers and school administrators, as well as the Music Boosters.

Please join us for our meetings held the **second Tuesday of each month** from August through June at **7:00 pm in the RHS Music Suite**. Review the committees listed in this handbook and contact me or a chairperson to volunteer. Plan to attend the various events and activities we hold in support the students.

Read our e-mails, subscribe to the HCPSS news system, sign onto the RHS Music list serve, and visit our website, <http://rhsmusic.wikispaces.com> frequently. Take every opportunity to join us in our activities. The Reservoir Music Department is a great source of pride to the school community and our dedicated instructors and students deserve our utmost support.

Please keep informed and get involved. We hope to see you soon and often.

Sincerely,
Sally Kelly
President
Reservoir High School Music Boosters, Inc.

The RHS Music Boosters purpose is to support the RHS Music Department above and beyond the funding provided by the Howard County Public School System.

**RESERVOIR HIGH SCHOOL MUSIC BOOSTER, INC.****2011-2012 Board of Directors**

President	Sally Kelly	301-776-3585	sallykelly@verizon.net
1 st Vice	Chris Armstrong	301-483-8702	caa1130@comcast.net
President	David Palmer	301-346-9826	dpalmerfamily@yahoo.com
2 nd V. President	John Meehan	301-908-7911	jf_meehan@yahoo.com
Treasurer	Marla Singer	301-725-5338	moosewonk@gmail.com
Secretary			

RESERVOIR HIGH SCHOOL MUSIC BOOSTER 2011-2012 MEETINGS**General Meetings**

There are three general meetings held throughout the year. They are held in September, January and May. Please consult the calendar for specific dates. The budget and overall fundraising plan for the year will be presented at the September meeting and the final vote on the budget will occur at this time. The January meeting will be an opportunity to review accomplishments and upcoming events. The meeting in May is held to elect and install the new board of directors.

Monthly Meetings

The RHS Music Booster board of directors will meet with the directors usually on the second Tuesday of the month at 7:00 p.m. to review fundraising and other committee activities. Attendance at these meetings by the entire music department family is strongly encouraged.

RESERVOIR HIGH SCHOOL MUSIC BOOSTER COMMUNICATIONS

Web page: <http://rhsmusic.wikispaces.com>

Mail list: rhsmusic@yahoogroups.com Anyone can send emails to this list serve. It is a moderated email list; only emails pertinent to RHS Music will be approved and broadcast to the RHS Music community.

Email is our primary means of communication. To automatically subscribe to the RHS Music email list, send a blank email to rhsmusic-subscribe@yahoogroups.com When your student has graduated, feel free to unsubscribe from the email list by sending a blank email to rhsmusic-unsubscribe@yahoogroups.com. Please join our **RHS Music Alumnus** email list. This email list will broadcast news and information pertinent to alumni events. We thank you for your years of support to RHS MUSIC!!



Money Collection Procedures

For security, checks are the preferred method of payment for all class fees, uniform costs, fundraising, etc.

1. Please make all checks payable to: **RHS Music Boosters**.
2. Please include your CHILD's name and payment purpose on your check memo line.
3. Please put your check and any required forms in a sealed business envelope with the student's name and purpose for payment on the outside of the envelope. (Note: Paper clips come loose in the box and separate checks from forms when not in envelopes.)
4. Students should deposit the envelope in the drop box located in the music office.
5. Payments for fundraising events should NOT be combined with any other payments.
6. Payments for multiple siblings MAY be combined but should be clearly marked in order to receive proper credit.



PROGRAMS AND ACTIVITIES

The next table provides a description most of the programs and activities supported by the Music Boosters and gives a general sense of when the activities occur. The second table lists the same set of activities and identifies the committee chair – where one exists – for those activities that have a standing committee.

Program/Activity	Time of Year or Commitment	Description
Fund Raising / Fund Raising Events		
Advertising/Patron Ads	Sep/Oct/Nov	Solicit business ads and patron ads (Note Club) for concert programs
Car Wash	Aug/Sep; Apr-Jun	Set up/tear down; advertisements; monitor event
Dinner Raffle	Mar thru May	Obtain tickets; facilitate ticket sales with students; involves some time during school day
Fruit Sales	Nov/Dec/Jan	Contact person for fruit sales; coordinate delivery/distribution
Grocery Cards	Sep thru June	Obtain cards, facilitate sales and delivery
March-a-thon	Aug thru Sep	Coordinate annual March-a-thon (sponsors for miles marched during MB Camp); should be available during MB Camp
MB End of Camp Dinner	Aug	Plan dinner for end-of-MB Camp celebration (MB debut to follow)
Musical Madness 5K	May	Help with planning, solicit sponsors, assist on race day
Pizza & Pretzel Sales	Sep	Contact person for pizza/pretzel sales; coordinate delivery/distribution
Pops Concert	Feb	Plan event (desserts and ticket sales)
OneCause.com	All year	Online purchasing program that provides discounts which can be applied to individual student accounts
Sub Sales	Jan	Plan event - types of subs, purchase necessary items and foodstuffs; assist with sales, construction, distribution
Ways & Means Committee *	All year	Assist budget committee; consultant to Board about fund raising activities
Marching Band Support		
Chaperones	All year	Escort students to local venues: MB competitions, county festivals
MB Banquet	Nov	Plan end-of-MB celebration dinner (awards to follow)
MB Camp Dinners	Aug	Coordinate/cook dinners for MB staff during second week of MB Camp



Reservoir High School Music

2011-2012

Program/Activity	Time of Year or Commitment	Description
MB Camp Prep	Aug	Prepare back parking lot - repainting, removing debris, repairing ropes/posts
MB Pit Crew	Sep thru Nov	Assist with making MB props; help with truck loading layout; assist with loading/unloading truck for MB competitions; moving MB/pit equipment to/from field; does involve physical labor
MB Ticket Sales	Sep thru Nov	Be available prior to MB competitions to sell tickets to parents/friends/family
Movie Night	July	Summer movie night based on Marching Band theme
Sewing (color guard, multiple)	Sep/Oct/Nov/Dec	Sew flags or other needs (CG); sew costumes (Mads)
Uniforms - MB	Aug thru Nov	Inventory; ensure all students have necessary attire; be available prior to competitions for last minute repairs; end-of-season return/inventory
Concert / Performance Support		
Awards Night Banquet	May	Plan dinner for end-of-year celebration (awards to follow)
Chaperones	All year	Escort students to local venues: MB competitions, county festivals
Concert Concessions	Dec/May	Help with concession stand during concerts
Concert Ticket Sales	Dec/May	Sell tickets in Box Office for concerts
Concert Stage Arrangement	Dec/May	Set up/re-arrange/tear down stage arrangements with student support
Concert Stage Decoration	Dec/May	Set up/tear down stage decorations
Concert Program	Dec/May	Facilitate program (ads, patrons) with directors; get to/retrieve from printer
Concert Recording	Dec/May	Assist with recording songs for CD Production
Sewing (madrigals, multiple)	Sep/Oct/Nov/Dec	Sew flags or other needs (CG); sew costumes (Mads)
Uniforms - Concert attire	pre-Dec/pre-May	Ensure all students have necessary attire; be available prior to concerts for last minute repairs; inventory
Uniforms - Madrigals	pre-Dec/pre-May	Ensure all students have necessary attire; be available prior to concerts for last minute repairs; inventory.



Program/Activity	Time of Year or Commitment	Description
General Booster / Administrative Support		
Alumni Relations	All year	Manage email list serve; facilitate database to maintain contact with alumni
Budget Committee*	May thru Sep	Devise budget, submit for approval in Sep
Music CD Production	May	Compile and publish end-of-year music CDs
Handbook	Aug thru Sep	Compile and publish beginning-of-year Parent Handbook
Nominating Committee*	Spring	Solicit for elected officers for following year's board (president, VP, treasurer, secretary)
Public Relations & Communications	All year	Advertise events to local papers and other parent groups
Scholarship Committee*	Spring	Accept applications and award monetary scholarships to graduating seniors
Spirit Wear	All year	Determine needs, manage inventory, help with sales or orders for RHS Music spirit wear
Volunteers	All year	Assist chairs to obtain additional helpers as needed
Webmaster	All year	Facilitate website

* - By-Law required committees



Committees and Chairs

Program/Activity	Committee Chair	Phone	Email
Fund Raising / Fund Raising Events			
Advertising/Patron Ads	Robert Dice	410-971-4015	rdice@jhmi.edu
Car Washes	David Palmer	301-346-9826	dpalmerfamily@yahoo.com
Dinner Raffle	Stephanie Seiger	301-604-1680	forseigers@verizon.net
Fruit Sales	June Pompeii Sandy Aleksei Cheryl Bodden	301-497-2318 410-979-2379	giunella@aol.com aleksei9022@verizon.net bndfml@comcast.net
Grocery Cards	Laura Kane	301-490-7169	Laura.Kane@ferc.gov
March-a-thon	Sandy Aleksei	410-979-2379	Aleksei9022@verizon.net
End of MB Band Camp Dinner	Amanda Palmer Mark Kelly		
Musical Madness 5K	Greg Schuler	301-604-7397	schuler_g_d@yahoo.com
Pizza & Pretzel Sales	Barb & Dave Sherry	301-776-9880	dnbsberry@comcast.net
Pops Concert	Cheryl Ruffa Sharon Pearson	301-483-8157 301-776-0737	cherylruffa@verizon.net scpear@aol.com
OneCause.com			
Sub Sales	David Meiners Chris Armstrong	301-776-0380 301-483-8702	demeiners@gmail.com caa1130@comcast.net
Ways & Means Committee*			
Marching Band Support			
MB Banquet	Gena Luoma	443-745-5353	gluoma@verizon.net
MB Camp Dinners	Jackie Horvath	301-498-3338	jhorvath4@yahoo.com
MB Camp Prep	Mike Kelly David Palmer	301-775-1908 301-346-9826	mikekelly97@gmail.com dpalmerfamily@yahoo.com
MB Pit Crew	Bruce Sweeton	301-317-3332	jbsweet1317@verizon.net
MB Ticket Sales	Paula Gallagher		PaulaMGall@aol.com
Sewing (flags, props)	Sharon Pearson Lisa Regner Barb Warrick	301-776-0737 301-608-0089 301-776-1497	scpear@aol.com lisa.regner@nrc.gov barbara_warrick@hcpss.org
Uniforms - MB	Sally Kelly	301-776-3595	sallykelly@verizon.net



Reservoir High School Music

2011-2012

Program/Activity	Committee Chair	Phone	Email
Movie Night	Matt Dubbs		
Concert / Performance Support			
Awards Night Banquet	Lisa Regner Debbie Palmer	301-608-0089 301-452-6575	lisa.regner@nrc.gov dpalmerfamily@yahoo.com
Concert Concessions	Yvonne Lee	301-317-9293	yvonneplee@yahoo.com
Concert Ticket Sales	Paula Gallagher		PaulaMGall@aol.com
Concert Stage Arrangement	Amita Patel	301-604-6356	adp89@hotmail.com
Concert Stage Decoration			
Concert Program	Robert Dice	410-971-4015	rdice@jhmi.edu
Concert Patrons	Robert Dice	410-971-4015	rdice@jhmi.edu
Concert Recording	Mike Kelly	301-604-7397	mikekelly97@gmail.com
Sewing (madrigals, multiple)			
Concert Attire- Tuxes			
Concert Attire - Dresses			
Uniforms - Madrigals	Audrey Meehan	301-317-8794	admeehan@yahoo.com
General Booster / Administrative Support			
Alumni Relations			
Budget Committee*	Terri Hesse	301-604-3539	thessestamps@msn.com
Music CD Production			
Handbook	Chris Armstrong Marla Singer	301-483-8702 301-725-5338	caa1130@comcast.net moosewonk@gmail.com
Nominating Committee*			
Public Relations & Communications	Chris Armstrong	301-483-8702	caa1130@comcast.net
Scholarship Committee*			
Spirit Wear	Barb Warrick Gena Luoma	301-776-1497 443-745-5353	barbara_warrick@hcpss.org gluoma@verizon.net
Volunteers	Debbie Palmer	301-452-6575	dpalmerfamily@yahoo.com
Webmaster	Chris Armstrong Muddu Salem	301-483-8702 443-831-1651	caa1130@comcast.net mksalem@umd.edu

- As of 09/15/11 – please check the Boosters website for updates. * - By-Law required committees



V. FUNDRAISING

Music programs are not unlike sports programs in that parental support, both physically and financially are critical to the success of the program. The music program at Reservoir HS is academically one of the top High School programs in the county and it is because of you, the parents, that we are able to offer this high level of support for our students to continue to excel and achieve. The key ingredients are in place; a phenomenal teaching staff, a dedicated and skilled support staff, and a committed parent network. We continue to ask for your help as you have throughout your child's school years. The support required may be different than in the elementary days, but it is equally important and maybe even more critical as your student readies to launch their college career. Please consider volunteering your support to this worthwhile cause.

TYPES OF FUNDRAISERS

For a description of the fundraisers, refer to the section on programs and activities. There are basically 2 types of fundraisers.

1. Fundraisers that are applied 100% to the music department needs.
 - a. Car Washes
 - b. Concert Receipts
 - c. Concert Ads
 - d. Musical Madness 5K race
 - e. March-a-thon
2. Student Fundraisers are applied 60% to the student and 40% to the department
 - a. Fruit sales
 - b. Sub Sales
 - c. Dinner Raffle
 - d. Pizza/Pretzels
 - e. Grocery Cards

STUDENT FUNDRAISERS

The purpose of student fundraising is to help the student defray some of the costs associated with the music program. When a student fundraises, the profit that he/she earns from that fundraiser is entered as a **credit** next to the student's name. The credit may be used to offset trip costs. It may not be used to cover class fees or repair/replacement of uniforms. If a student does not use his/her entire credit in a given year, it will carry over to the next school year.



VI. SPRING MUSIC FESTIVAL

At the end of each year, typically in April, the Reservoir High School Music Department participates in a national-level music festival and adjudication. In past years the school has traveled to Virginia Beach, Williamsburg, Myrtle Beach, Atlanta, Boston, Orlando and Chicago. The purpose for these trips is to seek out reputable judges and compete with other music departments throughout the country. Bonding and growing pride in the department are by-products of this event.

GENERAL TRIP INFORMATION

- The trip is usually three nights and four days. (Add 1 day for trips to Orlando, FL)
- Travel to and from the festival is by coach buses.
- Students can sign up for a particular bus to travel with friends.
- The students share hotel rooms, usually four to a room.
- They do have the opportunity to select their roommates.
- Male & female rooms are separated by floor or opposite ends of a hallway.
- There is at least one chaperone for every ten students.
- The chaperones are selected from the senior parents first, who have devoted time & energy to the music boosters over four years.
- Chaperone & director's rooms are located among the student rooms.
- Curfew is set each night depending on that night & the next day's activities.
- A room check is conducted at curfew.
- Chaperones monitor hallways & room access after curfew.
- Chaperone & hotel security work together to ensure the students' safety.
- All Howard County School rules & regulations are enforced during the trip.
- Prior to the trip, all students are required to sign a pledge to their parents & school officials concerning their conduct on the trip.
- Typically, the cost of the trip for each student has been approx. \$500.00 - \$750.00, to include transportation, registration, hotel & some meals. Several activities such as a theme park or show are normally included.
- Additional spending money for snacks, gifts, food, etc., in the amount of \$70.00 - \$100.00 is recommended.
- Various fund raisers exist to enable students to help defray the cost of the trip. Some students have completely financed their trip through these efforts to include their spending money.
- All students are required to attend school the day after the trip with all assignments completed!

All parents are welcome to attend the festival, as it is open to the public. However, separate accommodations/arrangements must be made.



VII. RHS MUSIC DEPARTMENT STATEMENT OF POLICIES

Dear Members, Parents and Guardians:

In order to maintain a high level of performance and discipline, each member must know what is expected of him/her. It is necessary for each member to adhere to the expectations listed below. Each student's participation in any Music Department function is contingent upon this policy being signed and returned to your Director. Should you have any questions, contact your ensemble Director.

Sincerely,
Reservoir High School Music Department Directors

Definitions:

Scheduled Performance - The public presentation of the Reservoir High School Music Department.

Mandatory Rehearsal - A practice session a member **MUST ATTEND** in order to participate in the next scheduled performance(s).

Suspension - To temporarily prohibit a member from performing although he/she must be present.

Exclusion - To prohibit a member from performing for the remainder of the current school year.

1. Each member shall follow ANY and ALL directives and commands by Directors, Drum Majors, director-appointed Student Leaders, Substitute Teachers, and Chaperones. Instructions are to be followed the first time given.
2. There is no food or drink allowed in the music suite unless permission is given by directors.
3. All students are responsible for proper use of practice rooms, equipment, music, uniforms, and other necessities that are property of the Howard County Public School System or Reservoir High School. Abuse or neglect will result in the loss of the individual's use of the item, disciplinary action if warranted, and that individual becoming financially responsible for repairs or, if determined un-repairable, the item's replacement. Students must also receive permission to use the rooms in the music suite for anything other than class.



4. The Music Department offers an “open door” policy to students. However, students are prohibited from phone or office use unless given specific permission by the directors. Failure to comply could result in disciplinary action as decided by the directors.
5. Each member is to actively schedule his/her activities so that he/she is able to attend all Reservoir High School Music Department functions that pertain to the member. The calendar is issued at the beginning of the year, so that all conflicts may be avoided. Work or transportation issues are not excuses for missing a scheduled event.
6. It is expected that Music Department members practice at home a minimum of 20 minutes a night. Furthermore, unless otherwise instructed by your Music Department Director, students should complete homework individually.
7. Attendance of a rehearsal prior to a scheduled performance shall be designated as MANDATORY. Absence from these mandatory rehearsals will result in that member NOT performing in that particular scheduled performance(s).
8. Music Department directors may exercise their prerogative to call additional practice sessions for any/all performing groups. These will be held to a minimum and take place only when deemed necessary with at least 2 weeks prior notice.
9. All planned performance, rehearsal, and dress rehearsal absences shall require *parental written notice* delivered to your director AT LEAST one week prior to the performance/rehearsal to be missed. This also includes all RHS sports related conflicts.
10. An excused absence from a mandatory practice shall be for illness, family emergency, major pre-planned family events (weddings, vacations, etc.), and court appearances, communicated and approved RHS sports conflicts as stated in the sports policy, and only those reasons considered legitimate by the school board for regular school day absence. It is understood that if a student attends school, they are able to attend that day's after-school/evening mandatory rehearsal unless worked out with their director one week prior to event *with a written parental note*.
11. Any student who leaves the Music Department shall have all funds in their personal account held in escrow until their graduation. As these funds have been raised for Music Department purposes, all escrow and active accounts' balances will be applied to the general Music Department Boosters expenses or a sibling's account upon the member's graduation.
12. All members shall ride with the Music Department to and from events when bus transportation is provided. An exception may be made when a member produces a



parental note giving the member permission to leave after the performance in a private car. The notes **MUST** be presented to your director three days prior to departure from school for the Principal's approval.

13. For performances, all members must leave all personal property and articles that cannot properly be worn within the uniform itself on the buses, in Music Department classrooms, or in their cars. The Music Department is not responsible for lost or stolen items. The only uniform exception shall be at the Marching Band director's discretion for cold weather as coats may then be permitted to be worn in the football stands, but may not be worn or carried by a member as the Marching Band enters and exits the football area.

14. Music Department members are expected to stay in concert attire and maintain proper concert etiquette for the duration of a concert, not just the students' performance on stage.

15. For the Marching Band, during all home football games, each member is to stay with the entire unit in the stands with the exception of the third-quarter of play or for an emergency. **NO MEMBER** is to leave the ensemble without prior permission from his/her director or chaperone.

16. The Music Department has the expectation that **ALL** students actively participate in Music Booster or student account fundraisers. Funds earned through student account fundraisers can be used to subsidize any/all Music Department expense(s) (i.e. Spring Trip, Jacket, Concert Attire, Uniform related fees, etc.).

17. Failure to meet required "TURN IN" times and dates will result in the lowering of your grade as well as a negative mark toward the participation of the Spring Trip. This includes uniforms, forms, music, permission slips, instruments, etc.

18. There shall be **NO** gum chewing during performances, practices, sectionals, or rehearsals.

19. Regardless of age, no student is to **POSSESS, USE, BE UNDER THE INFLUENCE, OR IN THE PRESENCE OF DRUGS, TOBACCO OR ALCOHOL AT ANY TIME.** Disregard of this policy during a Music Department function shall result in the member being held accountable in accordance with the Howard County Department of Education's Drug and Alcohol Policy.

20. The Spring Trip is viewed as a reward for hard work and dedication throughout the school year. Consequently, student behavior or lack of involvement prior to and during the spring trip may result in that student not being eligible for participation on that year's



or following years' spring trips. The Directors have the right to deny student participation without debate regardless of financial status. Students must also be academically eligible to participate in the spring trip in accordance with the extra-curricular/athletic eligibility policies. If students do not know the requirements of this policy, please refer to policy #10124 in the student handbook.

21. In addition to the students being in good academic standing as well as meeting the behavioral expectations, participation on the extra-curricular spring trip is contingent upon students earning ten (10) hours of service to the RHS Music Department. Service hours can be earned through participation in a variety of non-performance and fund-raising events including carwashes, sub-preparation day, concert set-up and cleanup, etc.

22. All Music Department students and parents are encouraged to frequently monitor the Reservoir High School Music Department Website (www.rhsmusic.wikispaces.com). Course Syllabi and Grading Policies, as well as the Music Department Calendar, and other important pieces of information are always available. By signing this form parents/guardians are also giving permission for pictures of students to be posted on the RHS Music Department Website and printed publications.

23. Any failure by a member to comply with the above policies shall result in a director meeting to consider possible actions to be taken regarding his/her future Music Department participation and status. All concerned parties will adhere to such decisions without debate.

As a member of the Reservoir High School Music Department, I have read the policy statement regarding this department's functions and activities and agree to abide by them.

Member's PRINTED Name

Member's Signature

Being a Parent/Guardian of a member in the Reservoir High School Music Department, I have read the policy statement regarding this department's functions and understand that my son/daughter is subject to all rules and regulations contained herein and agree to abide by them.

Parent/Guardian's PRINTED Name

Parent/Guardian's Signature



VIII. FREQUENTLY ASKED QUESTIONS

1. **Q. ~ How many music concerts are there?**

A. ~ The first concert of the year is an informal Fall Concert that is dedicated as an event to raise donations for a selected charity. Two formal concerts are held in the Winter and the Spring each year. Each concert is divided into two halves, which are held on separate days. The "Pops" Concert features students who perform Solo/Ensemble pieces during the first segment, which is held in the atrium where gourmet desserts and beverages are served. The second portion of this concert consists of full group performances held in the auditorium. In addition, each curricular ensemble is required to perform at a county assessment.

2. **Q. ~ Are there admission charges to events?**

A. ~ There is an admission charge at the beginning of football games, at all marching band competitions, and for our own Winter, "Pops," and Spring concerts no matter what time you arrive. County (not State) Solo/Ensemble **performers** are charged a fee. The costs for tickets are published in advance of the concerts.

3. **Q. ~ What is the 'Music Awards Banquet'?**

A. ~The 'Music Awards Banquet occurs at the end of each year before graduation. Students in the Orchestra, Choirs and Bands are recognized for their contributions to and accomplishments in the Music Department. All music students and their parents are encouraged to attend. There is no fee and there are no performances. Desserts are shared in the cafeteria before the award ceremony in the auditorium.

4. **Q. ~ What is the 'Spring Trip'?**

A. ~ The 'Spring Trip'/'Spring Music Festival' is explained in Section V of this handbook.

5. **Q. ~ What are some of the events during which a student's and director's musical abilities can be assessed?**

A. ~

- | | |
|--|-------------------------------------|
| • Marching Band Competitions | • Howard County Madrigal |
| • Junior or Senior All State Auditions | Adjudication & Choral Assessment |
| • Junior or Senior All State Chorus, | • All Eastern Orchestra, Band, |
| Band | Chorus & Jazz Band |
| • Senior All State Orchestra, Jazz | • Howard County Band & Orchestra |
| Band | Adjudications/Assessments |
| • Howard County Solo/Ensemble | • State Band & Choral Adjudications |
| Festival | • Spring Music Festival/Trip |
| • State Solo/Ensemble Festival | |

Dates can be found on the calendar in Section VIII. All are open to the public.

6. **Q. ~ Does my child have to attend both concert nights if he/she is not performing on both nights?**

A. ~ Yes! When not on stage students are in the audience supporting their classmates and helping to clean up or set up. All students stay for the entirety. Music Department students not only act appropriately as an audience, but dress up for the concert as well.